

Missouri Public Service Commission

EFIS – View Public Comments

Public Comments are comments received by the Public. **NOT** all public comment information is publicly viewable.

There are two options to use to view Public Comments.

Option #1 (Not Required to be Logged on to EFIS)

1. Open EFIS.
2. From the 'Welcome' screen, click the '**Resources**' menu.
3. Select the '**Public Comments Search**' link to continue to the '**Public Comments Search**' screen.



On the 'Public Comments Search' screen, select or input any of the following to narrow the search:

4. Beside '**From Date**' and '**To Date**', input or select from the calendar icon the applicable date range.
5. Beside '**Public Comment No.**', input the applicable public comment tracking number.
6. Beside '**Related Case/Tracking No.**', input the applicable case or tracking number.
7. Beside '**Utility Type**', select the applicable utility type from the drop-down list.
8. Beside '**Company Name**', select the applicable company from the drop-down list.
9. Beside '**First Name**', input the applicable commenter's first name.
10. Beside '**Last Name**', input the applicable commenter's last name.
11. Beside '**City**', input the applicable city.
12. Beside '**Public Comments**', input any comments.
13. Click the '**Search**' button to view the results.

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Public Comments Search

From Date To Date (Limited to 12 months)

Public Comment No.

Related Case/Tracking No.

Utility Type

Company Name

First Name

Last Name

City

Public Comments

A display of the results for the specified criteria will be listed.

- Under 'Public Comment No.', select the applicable public comment tracking number link to view the public comment.

Note: The information displayed on the results screen is limited. Only those with proper security access can view additional comment details, including any attachments.

Public Comments Search

Search Criteria

Utility Type: Electric

Company Name: Electric Missouri, Inc.-Investor(Electric)

Public Comment No.	Name	City	State
P201700003	Jen Doe	Jefferson City	MO
Comments: please don't grant this company's certificate as they provide poor service in another area			
P201700004	Jess Doe	Jefferson City	MO
Comments: Their service in other areas isn't very good.			

Total Public Comment(s): 2

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If the user isn't logged on to EFIS, the following screen will pop up, which will require the user to log on to EFIS before viewing any information.

Select Document

[Public Comments \(Parent\)](#)

To view the documents, please log in. If you were already logged in, your session may have expired.

User ID

Password

Logon

If the user has the proper security access, the additional comments details, along with any attachments can be view.

Select Document

[Public Comments \(Parent\)](#)

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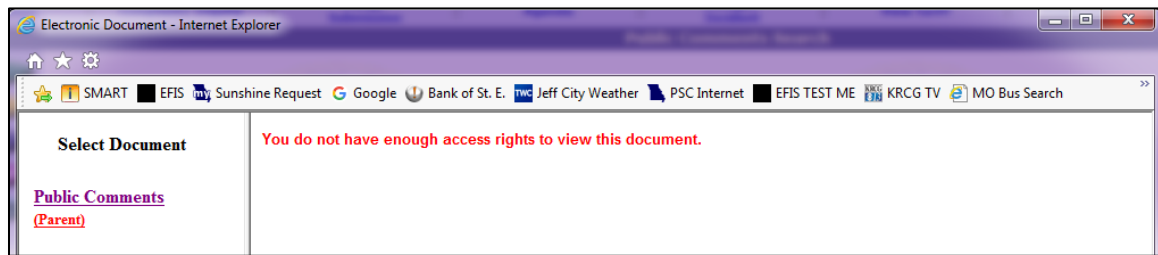
Public Comments

Public Comment No.	P201700003
Utility Type	Electric
Utility Company	Electric Missouri, Inc.-Investor(Electric)
First Name	Jen
Middle Initial	N/A
Last Name	Doe
Street Address	123 East Street
Mailing Address	N/A
City	Jefferson City
State	MO
County	N/A
Phone No.	N/A
Email	N/A
Case No.	N/A
Public Comments Description	please don't grant this company's certificate as they provide poor service in another area
Date Filed	8/5/2016 9:53:00 AM

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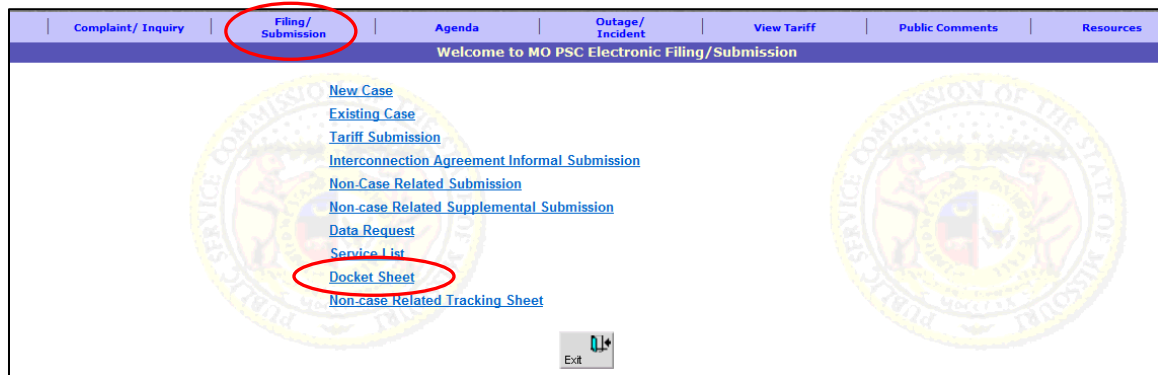
If the user doesn't have the proper security access, the user will receive a message stating 'You do not have enough access rights to view this document'.



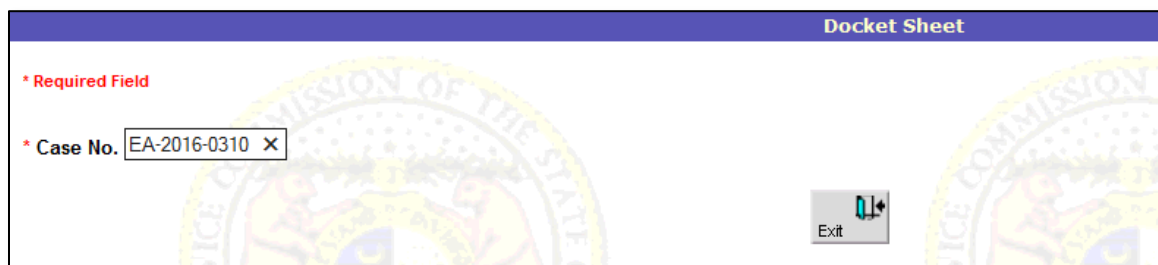
Option #2 (Must be Logged on to EFIS)

When Public Comments are linked to a specific case, a link to view the public comments will be available on the Case's docket sheet.

1. Log on to EFIS.
2. From the 'Welcome' screen, click the 'Filing/Submission' menu.
3. Select the 'Docket Sheet' link to continue to the 'Docket Sheet' screen.



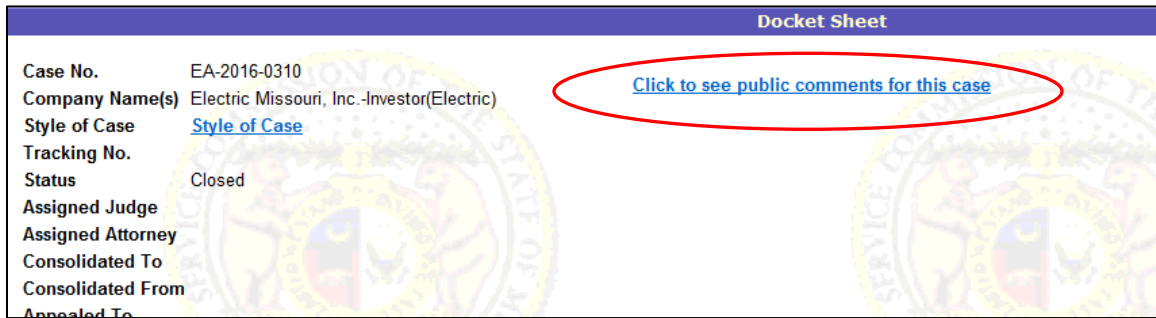
4. Beside 'Case No.', input the applicable case number.



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At the top of the 'Docket Sheet' screen, select the 'Click to see public comments for this case' link to open the 'Public Comments Search Results – Internet Explorer' window.



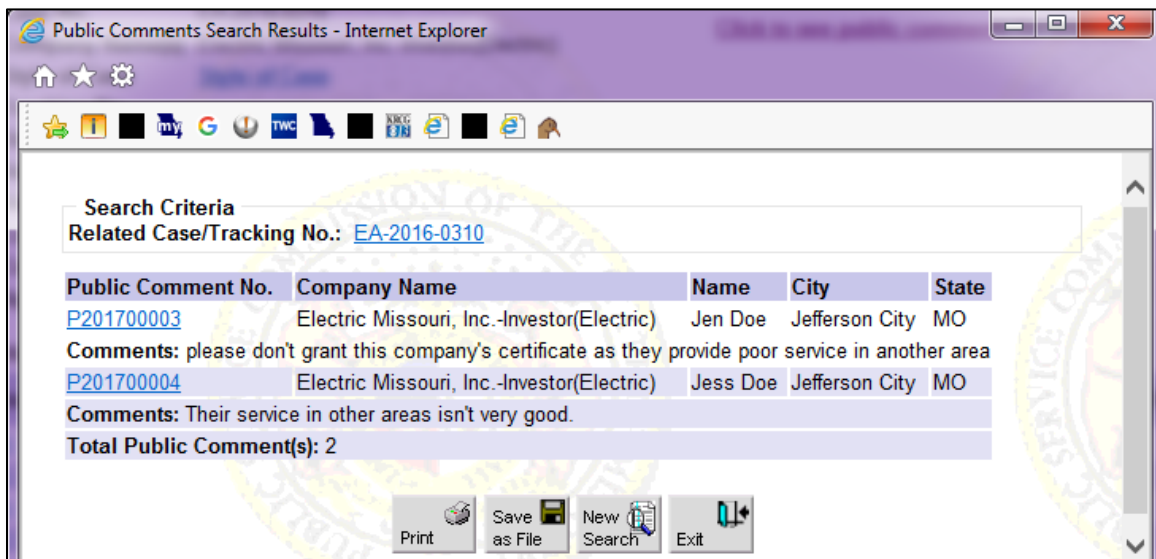
Docket Sheet

Case No. EA-2016-0310
Company Name(s) Electric Missouri, Inc.-Investor(Electric)
Style of Case [Style of Case](#)
Tracking No.
Status Closed
Assigned Judge
Assigned Attorney
Consolidated To
Consolidated From
Appealed To

A display of the results for the specified criteria will be listed.

- Under 'Public Comment No.', select the applicable public comment tracking number link to view the public comment.

Note: The information displayed on the results screen is limited. Only those with proper security access can view additional comment details, including any attachments.



Public Comments Search Results - Internet Explorer

Search Criteria
Related Case/Tracking No.: [EA-2016-0310](#)

Public Comment No.	Company Name	Name	City	State
P201700003	Electric Missouri, Inc.-Investor(Electric)	Jen Doe	Jefferson City	MO
Comments: please don't grant this company's certificate as they provide poor service in another area				
P201700004	Electric Missouri, Inc.-Investor(Electric)	Jess Doe	Jefferson City	MO
Comments: Their service in other areas isn't very good.				
Total Public Comment(s): 2				

Print Save as File New Search Exit

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If the user has the proper security access, the additional comments details, along with any attachments can be view.

The screenshot shows a web browser window titled "Electronic Document - Internet Explorer". The address bar shows a URL starting with "http://". The browser has several tabs open, including "SMART", "EFIS", "Sunshine Request", "Google", "Bank of St. E.", "Jeff City Weather", "PSC Internet", "EFIS TEST ME", "KRCG TV", and "MO Bus Search". The main content area is divided into two sections. On the left, under the heading "Select Document", there is a link for "Public Comments (Parent)". On the right, under the heading "Missouri Public Service Commission", there is a link for "Public Comments". Below these links, a table displays the details of a public comment:

Public Comment No.	P201700003
Utility Type	Electric
Utility Company	Electric Missouri, Inc.- Investor(Electric)
First Name	Jen
Middle Initial	N/A
Last Name	Doe
Street Address	123 East Street
Mailing Address	N/A
City	Jefferson City
State	MO
County	N/A
Phone No.	N/A
Email	N/A
Case No.	N/A
Public Comments Description	please don't grant this company's certificate as they provide poor service in another area
Date Filed	8/5/2016 9:53:00 AM

If the user doesn't have the proper security access, the user will receive a message stating 'You do not have enough access rights to view this document'.

The screenshot shows the same web browser window as the previous one, but the main content area now displays a red error message: "You do not have enough access rights to view this document." The "Select Document" section on the left remains the same, with the "Public Comments (Parent)" link visible.

For additional assistance, please contact the Data Center at 573-751-7496 (local to Jefferson City, MO) or datacenter@psc.mo.gov.